



GENIE: DLC Exceptions

Exceptions are flags in timecards, reports and Genies that identify when information on the timecard deviates from the employee's schedule. Use exceptions to identify employees who arrive early or late, forget to punch out, and so on.

The **DLC Exceptions** genie is designed to show all timecard exceptions.

1. Early In, Early Out, Late In, Late Out
2. Missed Punch
3. Unscheduled
4. Unexcused Absence
5. Excused Absence

DLC EXCEPTIONS									
Last Refreshed: 5:36PM		Show		Dept 85 - DLC		Edit			
		Time Period		Current Pay Period		Refresh			
Actions ▾ Amount ▾ Accruals ▾ Schedule ▾ Person ▾									
Employee Name	Emp ID	Missed Punch ² ▾	Early In	Late In	Early Out	Late Out	Unscheduled ¹ ▾	Absence Unexcused	Manager
		✓	✓	✓		✓	✓		
		✓	✓				✓		
		✓					✓	✓	
		✓					✓		
				✓	✓		✓		
				✓	✓		✓	✓	
			✓		✓		✓		
			✓		✓		✓		
			✓		✓		✓		





GENIE: DLC Exceptions

1. In/Out Punches

- Early In – Employee punches' in 6 minutes or more before scheduled start time.
- Early Out – Employee punches' out 6 minutes or more before scheduled end time.
- Late In – Employee punches' in 6 minutes or more after scheduled start time.
- Late Out – Employee punches' out 6 minutes or more after scheduled end time.

Indicator	Description
5:11PM	A red border around a cell indicates an exception, such as a late punch. Mouse over the cell for more information.

***TIMECARD**
 Loaded: 4:23PM
 Name & ID: FOSTER, GABRIEL T 7818
 Time Period: Current Pay Period

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Overtime | Reports

	Date	Pay Code	In	Out	In	Out	Shift	Daily	Cumulative
X	Sat 9/15								
X	Sun 9/16								
X	Mon 9/17		8:00AM	12:00PM	12:40PM	4:30PM	8.0	8.0	8.0
X	Tue 9/18		7:55AM	12:00PM	12:40PM	4:25PM	8.0	8.0	16.0
X	Wed 9/19	Early In	7:54AM	12:00PM	12:40PM	4:24PM	8.0	Early Out	24.0
X	Thu 9/20		8:05AM	12:00PM	12:40PM	4:35PM	8.0	8.0	32.0
X	Fri 9/21	Late In	8:06AM	12:00PM	12:40PM	4:36PM	8.0	Late Out	40.0
X	Sat 9/22								40.0





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2. Missed Punch

Missed In-Punch

Missed Out-Punch

- Employee forgot to punch in or out.

Indicator	Description
	Solid red in a cell indicates a missed in- or out-punch. Mouse over the red for more information.

Missed Punch

		Mon 9/24			12:00PM	12:40PM	4:30PM	4.0	4.0	44.0		
		Tue 9/25	8:00AM			12:40PM	4:30PM			44.0		
		Wed 9/26	8:00AM		12:00PM	12:40PM		4.17	4.17	48.17		
		Thu 9/27	8:00AM		12:00PM		4:30PM	8.5	8.5	56.67		

3. Unscheduled

Unscheduled

- Employee is not scheduled to work but there is a punch on the timecard for that day.

TIMECARD
Last Saved: 4:55PM

Name & ID: MOORE, CARROLL A. 4306
Time Period: Next Pay Period

	Date	Pay Code	Amount	In	...	Out	In	...	Out	Shift	Daily	Cumulative
		Sat 9/29										
		Sun 9/30										
		Mon 10/01		8:00AM		12:00PM	12:40PM		4:30PM	8.0	8.0	8.0
		Tue 10/02		8:00AM		12:00PM	12:40PM		4:30PM	8.0	8.0	16.0
		Wed 10/03		8:00AM		12:00PM	12:40PM		4:30PM	8.0	8.0	24.0
		Thu 10/04		8:00AM		12:00PM	12:40PM		4:30PM	8.0	8.0	32.0
		Fri 10/05		8:00AM		12:00PM	12:40PM		4:30PM	8.0	8.0	40.0
		Sat 10/06	Unscheduled	8:00AM		12:00PM				4.0	4.0	44.0

TOTALS & SCHEDULE		ACCRUALS	AUDITS		
	Date	Start Time	End Time	Pay Code	Amount
All	Sun 9/30				
	Mon 10/01	8:00AM	4:30PM		
	Tue 10/02	8:00AM	4:30PM		
	Wed 10/03	8:00AM	4:30PM		
	Thu 10/04	8:00AM	4:30PM		
	Fri 10/05	8:00AM	4:30PM		
	Sat 10/06				
	Sun 10/07				





GENIE: DLC Exceptions

Absence

4. Absence

- Employee is scheduled to work, but the employee's timecard does not contain any punches or pay code edits.

***TIMECARD**
Last Calculated: 11:29PM

Name & ID: FOSTER, GABRIEL T 7818
Time Period: Current Pay Period

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Overtime | Reports

	Date	Pay Code	Amount	In	...	Out			Shift	Daily	Cumulative
X	Wed 9/19										8.0

Absence

5. Excused Absence

Excused

- Employee is scheduled to work, and there is a pay code edit on the timecard for that day that excuses the absence (sick, annual, etc.).

TIMECARD
Last Saved: 11:35PM

Name & ID: FOSTER, GABRIEL T 7818
Time Period: Previous Pay Period

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Overtime | Reports

	Date	Pay Code	Amount	In	...	Out	In	Shift	Daily	Cumulative
X	Fri 9/14	Annual Leave	8.0								8.0	15.72

Excused

